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12 March 1952

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

THRU: CIA Top Secret Control Officer
Chief, General Services

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Second Interim Report on Survey of CIA Top
Secret Control System

A. Purpose of Report: The purpose of this second interim report is to request your attention to several general security problems that the examiner has become aware of during the course of the survey. These problems are, briefly:

1. Hand-carrying of documents by CIA officials to locations outside the CIA area.
2. Regulation [REDACTED] regarding authority and responsibility of Alternates and Assistants in the TSC system.
3. Classification and transmission of TS weekly logs.
4. System for review of documents to avoid over-classification.

B. Problems and Recommendations:

1. Regulation [REDACTED] states, "The CIA Top Secret Control Officer and Area and Alternate Top Secret Control Officers are the only persons who shall be permitted to transmit and receipt for Top Secret material moving between CIA and outside agencies". CIA officials frequently find it operationally required that they hand-carry TS documents to and from meetings outside CIA. It is suggested that this practice should be officially recognized by the establishment under Regulation [REDACTED], of a category as follows: "Office heads are responsible for the designation of persons in their offices, other than Alternate and Assistant Top Secret Control Officers, who they deem are operationally required to hand-carry Top Secret material outside CIA for a period of not longer than one working day and to be returned to CIA before close of business, and they are further responsible for insuring that necessary controls are exercised to confine the number of such persons to a minimum and that documents are hand-carried only after clearance through Top Secret Control channels".

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2. Regulation [REDACTED] infers that Assistant Top Secret Control Officers are authorized to transmit and receipt for documents moving anywhere within CIA. It is recommended that the regulation be revised to restrict Assistants to transmission and control of documents only within their immediate area, such as Division or Staff office. This is considered operationally desirable to facilitate a tighter control and channelling of documents through Area TSCO's.

3. Top Secret logs are transmitted weekly from all Areas and Sub-Stations to the Central Top Secret Control Office. These logs contain full titles of documents, as well as sources. It is recommended that these logs should be transmitted only by officer courier or Alternate TSCO.

4. To overcome the problem of over-classification of documents by the originator, the following procedure is recommended for consideration. Office heads would designate a limited number of persons in the various divisions and staff offices to review objectively each document originated by that office, for the purpose of approval or disapproval of a classification of Top Secret or Secret proposed by the originator. The reviewer should be thoroughly indoctrinated by I&S as to the criteria to be applied in determining classifications.

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